

## The Queen's Nurse Title 2020 Guidance for Applicants



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## About QNIS

The Queen's Nursing Institute Scotland (QNIS) is a charitable organisation (SC005751) which exists to promote excellence in community nursing to improve the health and wellbeing of the people of Scotland. In 2019 we are celebrating 130 years of doing just that.

And we do this through:

- **CONNECTING** people who share a passion for high quality nursing in the community,
- **EQUIPPING** nurses with the education, skills and confidence they need to help people achieve better health and wellbeing and
- **CHAMPIONING** nurses' roles as advocates for quality health and care.

In 2017 The Institute reintroduced the Queen's Nurse (QN) title to Scotland. You may have read about the first two cohorts on our website. The title is awarded to clinical leaders who can demonstrate their impact as expert practitioners; as nurses, midwives or health visitors.

We are building on a long history of developing Queen's Nurses for Scotland. Queen Victoria's Jubilee Institute for Nurses first started training Queen's Nurses at Castle Terrace in Edinburgh in 1889. Training stopped in 1968 and we have a proud tradition and a clear set of values as a foundation for contemporary community nursing excellence.

QNIS would like to acknowledge the inspiration and guidance of colleagues from our sister organisation The Queen's Nursing Institute (England, Wales and Northern Ireland), the hard work and advice of the members of the Task and Finish group who shaped this programme, and the Advisory Group which supports the ongoing development of the programme.

## What is a Queen's Nurse?

Queen's Nurses were the first nationally trained community nurses. The training developed over the years and most Queen's Nurses who trained after WWII were already registered nurses, midwives and health visitors, before coming to do their Queen's training, and to develop their skills in district nursing.

Today, Queen's Nurses undertake a huge range of community nursing roles. Our contemporary Queen's Nurses currently represent criminal justice nursing, general practice nursing, community mental health nursing, school nursing, health visiting, community midwifery, district nursing and parish nursing. The Institute awards 20 Queen's Nurse titles each year to showcase excellent community nursing practice.

*"The purpose of the Queen's Nurse programme is to enable nurses who work in Scotland's communities to be the very best they can be."*

What does a Queen's Nurse look like? We have tried to describe this in an **'Excellence Profile'**.

<p><b><i>Queen's Nurses.... Inspiring Others by making a difference:</i></b></p>
<p>They find opportunities (or circumstances find them) for changing how things are currently done, recognising how things should and could be, making things better for individuals, families and communities and/or helping others to make a significant impact.</p>
<p><b><i>Queen's Nurses.... Inspiring Others with tenacity and resilience:</i></b></p>
<p>They find their way across boundaries, around obstacles, through bureaucracy and successfully challenge <i>"but we don't have control over that"</i> or <i>"that will never work here"</i> attitudes. They just keep bouncing back, finding new doors to open each time one closes.</p>
<p><b><i>Queen's Nurses.... Inspiring Others by bringing people with them:</i></b></p>
<p>Through <i>"coming from the heart"</i>, their enthusiasm and persuasive nature, they create a ground swell of support and recognition that has <i>"carried the day"</i>, getting others to commit and get things done.</p>
<p><b><i>Queen's Nurses.... Inspiring Others with humility and reflection:</i></b></p>
<p>They listen deeply, seeking to understand what really matters. They approach life reflectively, always learning and are kind to themselves. They will sometimes be surprised by personal recognition for their achievements, and are quick to attribute success to the contribution of others.</p>

## Why become a Queen’s Nurse?

We know that caring for people in their own homes or in a community setting is fundamentally different from working within a hospital. Community practice requires enhanced skills and expertise and it is important to profile and celebrate this. The Queen’s Nurse title exists to recognise excellent nursing practitioners who really make a difference in their communities.

<b>Our aim is that the Queen’s Nurse title will make a difference at a range of levels. To:</b>	
The Queen’s Nurses themselves	Queen’s Nurses are able to demonstrate exemplary practice as described in the <b>Excellence Profile</b> . Queen’s Nurses are able to join a supported network of others and become a social movement for positive change to the health and wellbeing of Scotland’s communities.
Individuals, families, communities	There is clear evidence of practice and service development as a result of participants’ involvement in the programme. Individuals, families and communities experience exemplary, high quality care.
Population of Scotland	Queen’s Nurses are seen to be actively involved in improving health and wellbeing.
Employers	The programme will enable the development of service leaders who inspire others; the recognition of excellence within their areas; and increased profile of high-quality work, from external stakeholders linked to key policy drivers.
QNIS	The Institute is able to fulfil its purpose to promote excellence in community nursing, to enhance the health and wellbeing of the people of Scotland and to enable nurses to be the very best they can be.
National policy	By profiling the work of the Queen’s Nurses across community nursing roles policy makers are enabled to demonstrate and clearly articulate the impact of community nursing roles.
The Nursing Profession	The programme will provide role models for excellent community nursing practice, showcasing and inspiring others towards a career in community nursing.

## The opportunities and benefits of becoming a Queen's Nurse

- You will have the opportunity to undertake a fully funded, contemporary and inspiring development programme.
- You will be entitled to use the words 'Queen's Nurse' or the letters QN after your name.
- You will be presented with your certificate and badge at an award ceremony hosted by the Institute.
- You will undertake free and bespoke learning opportunities every year, so you are able to continue to demonstrate your impact as a practice and service developer.
- You will become part of an extraordinary network of others, both in your own cohort and those who have been part of the programme before and after you.

## The expectations of the Queen's Nurse

- You will continue to engage with the Queen's Nursing Institute Scotland and act as an ambassador for community nursing. This may involve having others shadowing you or talking about your work at meetings or events.
- You will be profiled in your professional role on the QNIS website and the wider media so that a general audience can see what excellent community nursing looks like today.
- You will continue to demonstrate the professional and personal qualities that gained you the title of Queen's Nurse.
- You will continue to develop your own practice through deep reflection and to act as a role model for others.
- You will maintain your registration with the NMC and if your registration ceases you will no longer be able to use the Queen's Nurse title.
- You will renew your QN title each year by completing the annual survey.

## **The Queen's Nurse development programme**

The programme consists of a residential workshop, monthly coaching and two further workshops.

### **The five-day workshop**

The residential phase of the development programme takes place soon after the programme begins. This will take place over five days (Monday lunchtime finishing after lunch on Friday) 2<sup>nd</sup> – 6<sup>th</sup> March 2020 at Balbirnie House in Fife.

The content of the workshop is underpinned by the Framework for Person Centred Practice see Appendix 1 and a draft programme for the week can be found in Appendix 2.

### **Two further workshops**

There are two further workshops one midway through the programme (June, 2 days), the other towards the end (October, 3 days). These take place lunchtime to lunchtime to allow for travel.

### **Individual coaching and support**

Each candidate will be supported by individual coaching. Following an initial face to face meeting with the coach at the five-day workshop, the coaching sessions are 45 minutes monthly by telephone. Additional support will be provided by the virtual community of Queen's Nurses; through a closed Facebook group and a cohort WhatsApp group. In addition, each candidate is required to have the support of a manager to act as sponsor for their development project.

### **The issue for development**

During the programme every candidate will be expected to work on an issue for development which makes a difference to their community, based on a need which they have identified with their sponsor (who may be a senior nurse or other senior manager in the organisation). The work is to be co-produced with those affected, so your plans will emerge in partnership with others.

It is expected that the issue is taken forward as an integral part of your core role in negotiation with your sponsor. However, in order to make the most of the opportunity some candidates have found it helpful to negotiate some additional development time to take the issue forward. It may be helpful to protect some additional time to enable you to explore the literature or contact others in the area under review or to set up meetings with stakeholders and listen to their ideas. This needs to be carefully discussed with your sponsor from the outset, so expectations are managed.

## Costs

In partnership with a number of external sponsors, the Queen's Nursing Institute Scotland will fund the development programme: the five day (Monday-Friday) residential workshop, the two other workshops, individual coaching as well as all accommodation and travel costs. We expect employers to fund the time for candidates to participate.

## Being nominated by your Executive (Nurse) Director

Given that there are currently only twenty places each year, we are working with the Executive Nurse Directors in NHS Scotland and equivalent executive leaders from the third and independent sector to nominate candidates. Those nominated will then apply using a written application to demonstrate their skills against the [Excellence Profile](#) and describe an issue which they would like to explore during the development programme.

Executive Nurse Directors (for third and independent sectors, the most senior member of your organisation) have been asked to work with their senior team to identify candidates from each NHS Board to put forward for selection. The most important quality is that those selected should be enthusiastic about being put forward to be Queen's Nurses, and committed to making a difference for their community. We are looking to profile the work of clinical experts across the length and breadth of community midwifery, health visiting and nursing specialities.

Candidates being nominated as potential Queen's Nurse candidates should meet the following criteria. They must:

- Have current registration with the NMC as a nurse, midwife or health visitor.
  - Spend the majority of their professional time in the community.
  - Be known as a clinical expert and seen as a role model by their peers.
  - Demonstrate the qualities outlined in the [Excellence Profile](#).
  - Be available to attend a selection event (see below).
  - Be available to attend the residential workshop from 2<sup>nd</sup> – 6<sup>th</sup> March 2020 and the two subsequent workshops in June 2020 and October 2020.
  - Have the full support of a manager as sponsor within their organisation.
  - Have a development issue in mind, agreed with their sponsor to work on during the Queen's Nurse Development Programme.
  - Have a signed commitment of support from the Executive Nurse Director or equivalent.
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## Completing the application form

This is an opportunity for you to take your career to a new, exciting level and be recognised as a clinical expert in your area. Once you have been nominated by your Executive Nurse Director, or equivalent executive leader for third sector or independent employers, you will need to complete the application form. Since the opportunity is an important one, we are asking people to be reflective in their applications. If you have been through the new NMC revalidation process you will have material which you can draw on. It will take significant time and thought to complete the application and we recommend that you allow yourself a few weeks to complete the various sections and check them over. Please allow time for a “critical companion” to review your application before you submit it. There are examples of completed applications on the website, which you might find useful. They are actual applications from the last two years and we have not been able to fully disguise the identities of those who wrote them. Please treat the information with sensitivity.

The first sections of the application require information about your career and current role. The supporting information, section 2, asks that you reflect on your practice in the light of the [Excellence Profile](#) which you will have seen on page 4. The Excellence Profile describes the contemporary Queen’s Nurse and the qualities which we will be looking to develop further over the course of the development programme. We are looking for examples from your practice of **how** your expertise already matches the areas described in the profile, recognising that this is a development journey.

Please remember this is not a job application, we are looking to hear your voice and for evidence of self-awareness; your ability to reflect on how your role and behaviours have had an impact on patients and colleagues. We understand that it feels uncomfortable to ‘blow your own trumpet’ but the application asks you to identify your strengths and be honest about the feedback you have had from others and what you have learned as you have developed over your career.

Section 3 asks you to describe your vision for the role of the contemporary Queen’s Nurses in Scotland’s communities and why you would like to be selected. In your own words, please describe what this opportunity means to you and why you would like to be considered. Do you have a vision of what *the best you can be* looks like?

You will also need to have an issue to explore. This is something that you would like to work on with the support of your action learning set and individual coach during the nine month programme. In section 4 of the application please set out:

- the nature of the issue or community need you wish to address
- who will need to be involved?
- how you hope to engage those affected, and
- what you hope might be achieved.

For example you may have identified that there are many unsupported and isolated carers in a particular neighbourhood. You may decide that you'd like to work with local third sector organisations, and voluntary groups, general practice team members and the parish church to fully explore what already exists and how best to connect people in new ways.

## The organisational support form

This additional form is to be completed by your manager who agrees to act as sponsor during your development programme. This is likely to be a senior nurse who has line management responsibility for your team. You may not be managed by a senior nurse and you may prefer to work with another senior member of staff as your sponsor.

Your sponsor will work with you on your development issue, agreeing the work as a priority for your organisation and community, and supporting you as you scope and develop the initiative.

This form needs to be counter signed by your Executive Nurse Director in NHS Boards or an equivalent executive leader for third sector and other independent employers.

## Next steps: the assessment and selection process

Once you have submitted your application, it will be assessed by a panel who will meet in November to decide a shortlist of candidates. Invitations to a regional selection day for those who are on the shortlist will be sent by close of business, Monday 2<sup>nd</sup> December 2019.

The regional selection days have been carefully designed to be relaxed, informal and interactive. From your written application forms we will have robust information about your experience, expertise and your proposed project, so the focus of the selection days will be on assessing your communication skills. Please ensure that you are available on the day allocated to your region. If you are not available please let us know and we will do our utmost to accommodate you at the other venue.

Venue	Date	Area
Edinburgh	10 <sup>th</sup> January 2020	Borders, Fife, Forth Valley, Grampian, Lothian, Orkney, Shetland
Glasgow	14 <sup>th</sup> January 2020	Ayrshire and Arran, Dumfries and Galloway, Greater Glasgow and Clyde, Highland, Lanarkshire, Tayside, Western Isles

We hope that whatever the outcome, you will enjoy the selection days and that even if you are not selected that the process of reflection in completing the application will have been affirming and useful. Please be aware that as well as personal qualities, we are looking to profile a range of community nursing roles and expert practitioners from across the regions of Scotland.

All candidates will be given written feedback from the application and assessment process which can be used for appraisal and revalidation.

## Summary

- **Please answer each question on the application form clearly and completely. Full answers are required to enable the panel to assess whether you have the qualities to be a new Queen's Nurse.**
- **Please ensure that you include an organisational support form with your application which needs to be completed by your sponsor and countersigned at executive level.**
- **Applications received after the closing date of Monday 21<sup>st</sup> October at midday, will not be considered.**

Please ensure that you are available on all the following dates:

- Selection event (see page 10)
- Residential workshop from 2<sup>nd</sup> – 6<sup>th</sup> March 2020
- Follow up workshops June 2020 and October 2020.

Please get in touch if you have any further questions.

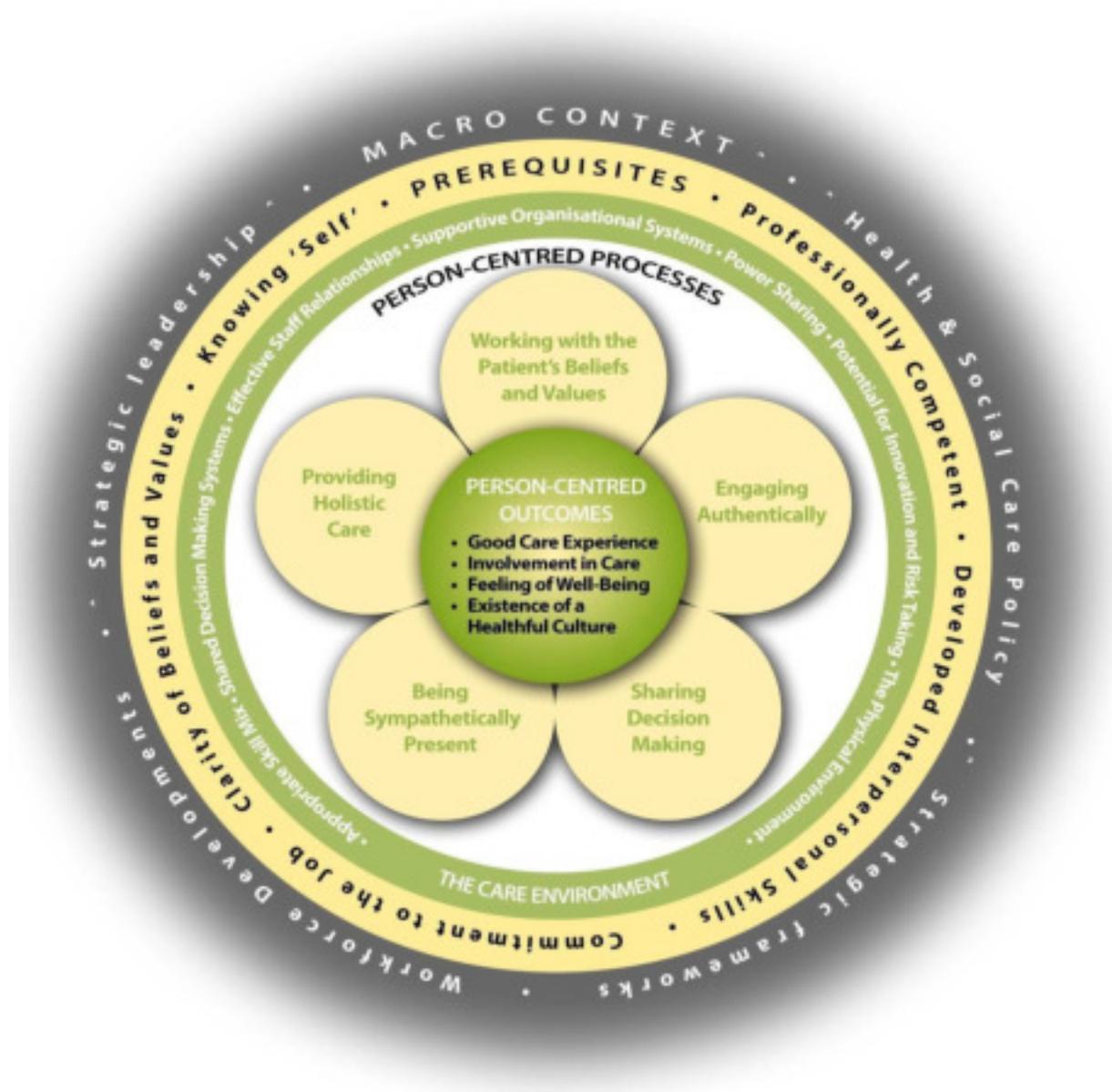
Tel: 0131 229 2333

Email: [amanda.regan@qnis.org.uk](mailto:amanda.regan@qnis.org.uk)

*“This is a great opportunity to unleash your potential, and to join a movement of nurses committed to making a difference in Scotland's communities.”*

*Clare Cable, QNIS Chief Executive and Nurse Director*

## Appendix 1: The framework for person centred practice



Brendan McCormack, Tanya McCance (2016),  
 Person-centred Nursing: Theory and Practice, Wiley-Blackwell

## Appendix 2: The residential workshop

### A five day journey of discovery – outline programme

	<b>Excellence profile</b>	<b>Theme</b>	<b>Master class content</b>
<b>Monday</b>	<i>Queens Nurses.... Inspiring Others with humility and reflection</i>	Reflecting	Personal values Critical reflection
<b>Tuesday</b>	<i>Queens Nurses.... Inspiring Others with tenacity and resilience</i>	Enabling	Self as a leader Personal resilience Theory U
<b>Wednesday</b>	<i>Queens Nurses.... Inspiring Others by making a difference</i>	Presencing	Person-centred culture Making change happen Engagement and belonging
<b>Thursday</b>	<i>Queens Nurses.... Inspiring Others by bringing people with them</i>	Partnering	Momentum for change Listening and observing Creating connections Building networks
<b>Friday</b>	<i>Overview</i>	Reflecting Enabling Presencing Partnering	Participatory evaluation Planning the journey, Reflecting on the learning from the week.